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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100010002-4

60-303 41926  
58-372

VIA: AIR

BOOK DISPATCH NO. 202

DATE 12 FEB 1957

61-67  
airmail

TO: All Chiefs of Station and Base

FROM: Chief,

SUBJECT: General - Support  
Specific - Reduction of Administrative Workload

ACTION REQUIRED: See paragraph 5

1. Since my appointment as Chief  I have been constantly aware of the necessity for keeping the administrative workload at field installations to a minimum in order to permit the maximum utilization of personnel toward the substantive nature of our mission. However, to ensure effective and timely support to field operations and provide a means for review and control, certain administrative records and reports and the retention in headquarters of certain basic authorities are necessary. It is my goal to strike a reasonable balance between no headquarters control and an unrealistically excessive administrative burden in the field.

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2. In the past, several comprehensive analyses have been made at headquarters of administrative reports required from field installations. These studies have resulted in some elimination or simplification of reports. All new regulations, procedures and reporting requirements are carefully reviewed in the light of the field situation. There have been, and will continue to be, some support and administrative reporting duties which do not appear to pay a direct dividend to a particular station but which are essential to carry on the business of the organization as a whole. However, it is my desire to handle these so as to minimize the burden on the field.

3. It has been my experience that we often talk or complain about our "administrative burdens" in general and vague terms but never get down to a specific analysis of the particular problems. This has not only been manifest at headquarters, but on a recent trip to several field stations I heard the same general story, yet with very few specific examples.

4. As we continue to work on the problem, it would be very helpful to us if we could have specific comments from each field installation. While we invite any comments whatever, they will be useful only in direct

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proportion to their specificity. We desire to know what administrative reports are a burden to you and appear unnecessary and over-complicated, and what administrative regulations, directives or procedures appear to be excessively burdensome. I would like your recommendations on each item you list, as to how we might accomplish our objective in some other way, if it is necessary at all. It will also be of interest to know what administrative authorities might be delegated to the field to ease your workload.

5. Comments or suggestions on this continuing program are welcome at any time, but I would appreciate a reply to paragraph 4 by 15 March 1957. If no suggestions can be offered, please forward a negative reply.



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